



Memorandum

To: Members of the City of Bloomington Common Council
From: Kevin Robling, Corporation Counsel, Legal Department
Date: July 16, 2008

The budget of the City of Bloomington Legal Department is reflective of the department's unique mission. That is, the City Legal Department exists to, for the most part, serve the other departments, boards and commissions of the City. In a nutshell, the City Legal Department is responsible for assisting in defending and protecting the interests of the City as an organization. While each department, board, commission and employee is the Legal department's client at one time or another, the City of Bloomington is the Legal department's client seven days a week, 24 hours a day.

Organizationally, the Legal department consists of what everyone thinks of when they think of "Legal" – the lawyers, legal support staff, and the law library – but it also consists of the Human Rights Division and the Risk Management Division. The budgets are broken down accordingly.

Despite being inherently an internal service department, the Legal department is also a key player in serving the City's focus on the 4Cs - Community Commerce, Collaboration, Condition and Character. By keeping an eye towards these key, fundamental aspects of the City's mission, the Legal department helps ensure – and helps other departments ensure – that the vibrant quality of life in Bloomington continues into the future.

Legal takes very seriously its role in ensuring that the City acts as responsible stewards of the taxpayers' money by closely advising varied departments – including the Controller's Office, the Office of the Mayor and the Office of Economic Development – and, by doing so, contributes strongly to **Community Commerce**. Examples also include Legal's continued efforts to negotiate a successful purchase of the CSX Switchyard and to wind various City departments through the bureaucracy and red-tape necessary to keep the B-Line Trail project "on track." No pun is (necessarily) intended.

We are a country of laws and the City is no different. The Legal department is

responsible for all legal research, interpretation and evaluation, and for providing legal advice to the City's various departments. In addition, the Legal department drafts and reviews all legislation presented to the Common Council as well as agreements (such as interdepartmental or interlocal agreements), contracts, leases, deeds, opinions and correspondence. **Community Collaboration** – especially with Community defined as the internal clients of the department – is clear.

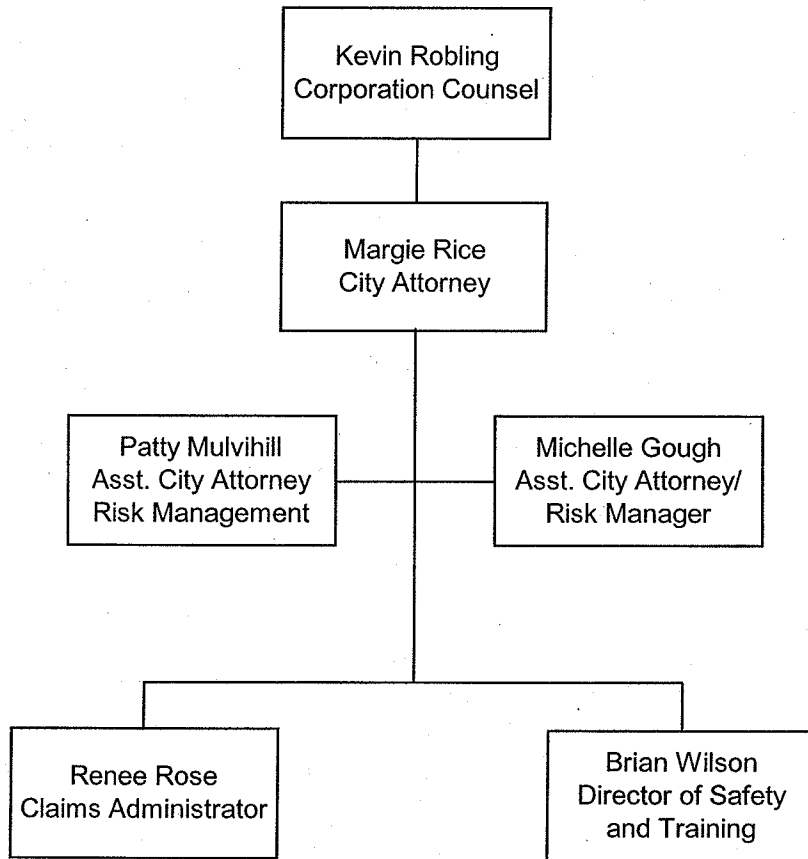
By serving as the chief enforcement officer – the municipal prosecutor, if you will – responsible for enforcing the City's ordinances, the City Legal department ensures that **Community Condition** remains strong and that Bloomington remains a place where people want to live, learn, work and play. The Human Rights Division of the Legal department also plays a key role in maintaining (or improving) the community's condition as it is tasked with enforcing the City's Human Rights Ordinance, ensuring that the City complies with all civil rights laws, and resolves disputes about accessibility within the City. The Human Rights Division also educates community members about their rights and responsibilities under applicable civil rights laws through publications, workshops, public forums, etc.

As each of the Cs are discussed, it is clear that the three mentioned above all relate directly to and promote the last – that of **Community Character**. The City of Bloomington is a special, unique place to live and has been for generations. It is a place where people come from across the country (and the globe) to live, to work and to attend school. Why? Because it's Bloomington. Nearly all that the City Legal does every single day promotes, in one way or another, the character of Bloomington. Whether it is in enforcing over occupancy restrictions in core neighborhoods, training and monitoring the safety of City employees through the Risk Management Division or providing sound legal counsel to the City's Safe & Civil City Program, City Legal is intimately involved in protecting what we all find so important.

Conclusion:

The Common Council works as closely with the City's Legal Department as with any other single department. The Council is familiar with the programs that Legal serves, the responsibilities with which it is tasked, and the attorneys and support staff which keep the department going. Your support for the proposed budget of Legal – including that of the Risk Management Division, the Human Rights Division and the Board of Public Safety – is much appreciated.

RISK MANAGEMENT



Risk Management's 2008 Budget vs. 2009 Budget

Budget Allocation	2008 Budget			2009 Budget			\$ Change
	General Fund	Other Funds	Total	General Fund	Other Funds	Total	
100 - Personal Services		262,305	262,305		265,297	265,297	2,992
200 - Supplies		40,848	40,848		46,138	46,138	5,290
300 - Other Services		576,821	576,821		403,421	403,421	(173,400)
400 - Capital Outlays		0	0		0	0	0
Total	0	879,974	879,974	0	714,856	714,856	(165,118)

Employees	2008 Budget		2009 Budget		# Change
Regular	4.00		4.00		0.00
Temporary					0.00
Total	4.00		4.00		0.00

Department: Risk Management		2007	2007	2008	2009	\$	%
Fund: Risk Management (800-10-00000-€		Budget *	Actual	Budget **	Request	Change	Change
* Budget amounts include all appropriations approved. ** Budget amounts include appropriations approved through June 30th.							
1 PERSONAL SERVICES			FTE:	4.000	4.000		
11 Salaries & Wages							
1110 Salaries & Wages - Regular	189,204	187,366	199,997	201,825	1,828	0.91%	
1120 Salaries & Wages - Temporary							
1130 Salaries & Wages - Overtime							
12 Employee Benefits							
1210 FICA	14,474	13,655	15,300	15,440	140	0.92%	
1220 PERF	19,393	19,205	21,000	21,696	696	3.31%	
1230 Health Insurance	25,192	25,192	25,444	25,700	256	1.01%	
1240 Unemployment Compensation							
1250 New Officer Medicare							
1260 Clothing Allowance							
1270 Police PERF							
1280 Fire PERF							
13 Other Personal Services							
1310 Other Personal Services	632	632	564	636	72	12.77%	
TOTAL - CATEGORY 1:	248,895	246,050	262,305	265,297	2,992	1.14%	
2 SUPPLIES							
21 Office Supplies							
2110 Office Supplies	1,078	1,068	1,078	1,078			
22 Operating Supplies							
2210 Institutional & Medical							
2220 Agricultural Supplies							
2230 Garage & Motor Supplies							
2240 Fuel & Oil	2,178	1,936	4,000	4,100	100	2.50%	
23 Repair & Maintenance Supplies							
2310 Building Materials & Supplies							
2320 Motor Vehicle Repair							
2330 Street, Alley & Sewer Materials							
2340 Other Repairs & Maintenance							
24 Other Supplies							
2410 Books	490	2,114	490	1,000	510	104.08%	
2420 Other Supplies	1,960	690	1,960	1,960			
2430 Uniforms and Tools	33,320	33,212	33,320	38,000	4,680	14.05%	
TOTAL - CATEGORY 2:	39,026	39,019	40,848	46,138	5,290	12.95%	
3 OTHER SERVICES & CHARGES							
31 Professional Services							
3110 Engineering & Architectural							
3120 Special Legal Services		10,779					
3130 Medical							
3140 Exterminator Services							
3150 Communications Contract							
3160 Instruction	495	3,116	495	4,195	3,700	747.47%	
3170 Mgt. Fees, Consultants & Workshops		276					
32 Communication & Transportation							
3210 Telephone	198	199	198	198			
3220 Postage	1,485	22	1,485	1,485			
3230 Travel							
3240 Freight/Other							
3250 Pagers							
33 Printing & Advertising							
3310 Printing	743	165	743	743			
3320 Advertising							

Department: Risk Management		2007	2007	2008	2009	\$	%
Fund: Risk Management (800-10-00000-E		Budget *	Actual	Budget **	Request	Change	Change
34 Insurance							
3410 Liability & Casualty Premiums	50,000	25,506	50,000	51,500	1,500	3.00%	
3420 Worker's Comp. & Risk Admin.	335,000	340,704	500,000	321,000	-179,000	(35.80%)	
35 Utility Services							
3510 Electrical Services							
3520 Street Lights/Traffic Signals							
3530 Water & Sewer							
3540 Natural Gas							
36 Repairs & Maintenance							
3610 Building							
3620 Motor	1,100	1,100	900	1,300	400	44.44%	
3630 Machinery & Equip. Repairs & Maint.							
3640 Hardware & Software Maintenance	13,100	13,100	13,100	13,100			
3650 Other Repairs & Maintenance							
37 Rentals							
3710 Land							
3720 Building							
3730 Machinery & Equipment							
3740 Hydrant Rental							
3750 Other							
38 Debt Service							
3810 Principal							
3820 Interest							
3830 Bank Charges							
3840 Lease Payments							
39 Other Services & Charges							
3910 Dues & Subscriptions	3,960	2,722	3,960	3,960			
3920 Laundry & Other Sanitation Serv.							
3940 Temporary Contractual Employment							
3950 Landfill Fees							
3960 Grants							
3970 Mayor's Promotion of Business							
3980 Community Access TV/Radio							
3990 Other Services and Charges	5,940		5,940	5,940			
3991 3991 Crime Control							
TOTAL - CATEGORY 3:	412,021	397,687	576,821	403,421	-173,400	(30.06%)	
4 CAPITAL OUTLAYS							
41 Land							
4110 Land Purchase							
42 Buildings							
4210 Building Purchase							
43 Improvements Other Than Building							
4310 Improvements Other Than Bldg.							
44 Machinery & Equipment							
4410 Lease-purchase							
4420 Purchase of Equipment							
4430 Furniture & Fixtures							
4440 Motor Equipment							
4450 Equipment - ITS Capital Replacement							
45 Other Capital Outlays							
4510 Other Capital Outlays							
TOTAL - CATEGORY 4:							
TOTAL - ALL CATEGORIES:		699,942	682,757	879,974	714,856	-165,118	(18.76%)